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| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. |
| GENERAL | ADMINISTRATION | ALL | 110-40 |

DEPARTMENT OF ADMINISTRATION SUMMARY

| <u>Account Classification</u> | <u>Actual 1977</u> | <u>Budget 1978</u> | <u>Budget 1979</u> |
|-------------------------------|------------------------|------------------------|------------------------|
| Personal Services | \$1,088,228 | \$ 909,980 | \$ 978,137 |
| Contractual Services | 348,586 | 256,916 | 288,012 |
| Commodities | 107,511 | 67,473 | 82,323 |
| Capital Outlay | <u>18,838</u> | <u>4,150</u> | <u>4,524</u> |
| Sub-Total | \$1,563,163 | \$1,238,519 | \$1,352,996 |
| Reimbursed Expenditures | <u>(634,389)</u> | <u>--</u> | <u>--</u> |
| TOTAL | \$ 928,774 | \$1,238,519 | \$1,352,996 |

| <u>Division</u> | <u>Actual 1977</u> | <u>Budget 1978</u> | <u>Budget 1979</u> |
|---------------------------|------------------------|------------------------|------------------------|
| Budget and Management | \$ 289,353 | \$ 268,932 | \$ 285,860 |
| Controller's Office | 464,389 | 457,537 | 509,220 |
| Public Information Office | 77,751 | -- | -- |
| Personnel | 263,667 | -- | -- |
| Purchasing | 180,594 | 225,482 | 243,512 |
| Retirement and Insurance | 42,460 | 48,093 | 53,906 |
| Treasury | 228,009 | 238,475 | 260,498 |
| Occupational Safety | <u>16,940</u> | <u>--</u> | <u>--</u> |
| Sub-Total | \$1,563,163 | \$1,238,519 | \$1,352,996 |
| Reimbursed Expenditures | <u>(634,389)</u> | <u>--</u> | <u>--</u> |
| TOTAL | \$ 928,774 | \$1,238,519 | \$1,352,996 |

| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. |
|---------|----------------|-----------------------|------------------|
| GENERAL | ADMINISTRATION | BUDGET AND MANAGEMENT | 110-40-700-50000 |

BUDGET COMMENTS

The adopted 1979 budget for this division has increased \$16,928 (6.3 percent) above the 1978 amount.

Personal Services have decreased \$14,298 due to the net effect of the deletion of one (1) Budget Analyst and the Assistant to the Director of Administration, longevity, normal merit increases and salary improvement.

Contractual Services have increased \$30,164. Central Data Processing charges have increased \$31,369 (Account 295). Other Contractual Services - 295 contains \$37,369 for Central Data Processing charges, \$1,680 for the Director of Administration's car allowance, \$300 for Budget Office staff use of Official Motor Vehicles.

Commodities have increased \$412 due to the inflationary spiral of office supplies.

Capital Outlay for \$650 is budgeted as follows: (1) \$300 for the replacement of 1 calculator and (2) \$350 for 2 chairs

| ACCOUNT CLASSIFICATION | ACTUAL 1977 | BUDGET 1978 | BUDGET 1979 |
|--|----------------|----------------|----------------|
| PERSONAL SERVICES | | | |
| 110 Salaries & Wages | \$202,882 | \$219,179 | \$204,881 |
| 120 Employee Claims | -- | -- | -- |
| TOTAL PERSONAL SERVICES | \$202,882 | \$219,179 | \$204,881 |
| CONTRACTUAL SERVICES | | | |
| 210 Utilities | \$ -- | \$ -- | \$ -- |
| 220 Communications | 3,408 | 2,800 | 3,400 |
| 230 Transportation | 1,305 | 1,600 | 1,700 |
| 240 Advertising | -- | -- | -- |
| 250 Insurance | -- | -- | -- |
| 260 Dues and Subscriptions | 14,394 | 21,900 | 23,000 |
| 270 Professional Services | 43,953 | -- | -- |
| 280 Maint. of Bldgs & Improvements | -- | -- | -- |
| 290 Maintenance of Equipment | -- | -- | -- |
| 295 Other Contractual Services | 9,117 | 10,985 | 39,349 |
| TOTAL CONTRACTUAL SERVICES | \$ 72,177 | \$ 37,285 | \$ 67,449 |
| COMMODITIES | | | |
| 310 Office Supplies | \$ 11,021 | \$ 12,268 | \$ 12,500 |
| 320 Clothing and Linen | -- | -- | -- |
| 330 Food, Drugs & Chemicals | 264 | 100 | 200 |
| 340 Opr. Supplies - Buildings & Improvements | -- | -- | -- |
| 350 Repair Parts - Buildings & Improvements | -- | -- | -- |
| 360 Operating Supplies - Equipment | 9 | -- | -- |
| 370 Repair Parts - Equipment | 183 | 100 | 180 |
| 380 Operating Supplies - Construction | 348 | -- | -- |
| 390 Minor Apparatus and Tools | -- | -- | -- |
| 395 Other Commodities | -- | -- | -- |
| TOTAL COMMODITIES | \$ 11,825 | \$ 12,468 | \$ 12,880 |
| CAPITAL OUTLAY | | | |
| 410 Land | \$ -- | \$ -- | \$ -- |
| 420 Buildings | -- | -- | -- |
| 430 Improvements Other Than Bldgs. | -- | -- | -- |
| 440 Office Equipment | 2,469 | -- | 650 |
| 450 Vehicular Equipment | -- | -- | -- |
| 460 Operating Equipment | -- | -- | -- |
| 470 Other Capital Outlay | -- | -- | -- |
| TOTAL CAPITAL OUTLAY | \$ 2,469 | \$ -- | \$ 650 |
| SUB-TOTAL | \$289,353 | \$268,932 | \$285,860 |
| Less: Reimbursements | (38,109) | | |
| GRAND TOTAL | \$251,244 | \$268,932 | \$285,860 |

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| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. | | | |
| GENERAL | ADMINISTRATION | BUDGET AND MANAGEMENT | 110-40-700-50000 | | | |
| WORK PROGRAM | | | | | | |
| The Budget and Management Division supervises the development and administration of the annual operating budget. This division also advises the City Manager and Director of Administration on budget and associated financial matters. | | | | | | |
| The major activity of this division is developing the budget between February and August. This includes responsibility for developing all preliminary information for both governing body and City Staff, for instructing all divisions and departments as to necessary and appropriate budgetary procedures, consideration and review of all budget proposals, implementation of all revisions directed by the governing body, and for the final publishing of the adopted budget document. | | | | | | |
| The Budget Office also has responsibility for researching problems, procedures and projects, and for recommending appropriate responses to decision makers. Research may be initiated by the division itself or may be initiated by the City Manager, the Director of Administration, operating departments or by the governing body. | | | | | | |
| Other duties of this division include the daily administration of the operating, CIP and revenue sharing budgets, which entails reviewing personnel requisitions, capital outlay requests, budget transfers and financial studies for conformance to City policies. The Budget Office prepares the City organizational charts and is responsible for the forms control program. | | | | | | |
| POSITION TITLE | EMPLOYEES | | | RANGE | BUDGET | BUDGET |
| | BUDGET 1977 | BUDGET 1978 | BUDGET 1979 | | 1978 | 1979 |
| Director of Administration | 1 | 1 | 1 | 2256-3187 | \$ 36,078 | \$ 37,295 |
| Research and Budget Officer | 1 | 1 | 1 | 1794-2531 | 25,541 | 29,457 |
| Assistant to the Director of Administration | 1 | 1 | 0 | -- | 22,576 | -- |
| Administrative Analyst | 3 | 3 | 3 | 1314-1734 | 49,465 | 56,666 |
| Budget Analyst II | 4 | 4 | 3 | 1115-1467 | 59,950 | 56,517 |
| Administrative Secretary | 1 | 1 | 1 | 807-1115 | 12,168 | 12,104 |
| Secretary | 2 | 1 | 1 | 726-1000 | 10,869 | 10,914 |
| Sub-Total | 13 | 12 | 10 | | \$216,647 | \$202,953 |
| Add: Longevity | | | | | 2,532 | 1,928 |
| Total | | | | | \$219,179 | \$204,881 |
| Full-Time Equivalent | 13 | 12 | 10 | | | |
| First Quarter | | | | | | \$ 56,864 |
| Second Quarter | | | | | | 49,240 |
| Third Quarter | | | | | | 53,279 |
| Fourth Quarter | | | | | | 45,498 |
| TOTAL | | | | | | \$204,881 |

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| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. |
| GENERAL | ADMINISTRATION | CONTROLLER'S OFFICE | 110-40-660-50000 |

BUDGET COMMENTS

The 1979 adopted budget for the Controller's Office of \$509,220 represents a \$51,683 (11.3 percent) increase over the 1978 amount. This is mainly due to the following; funding of an additional position added in 1978, increased Central Data Processing charges attributable to the new on-line budgetary accounting system, the increased estimate of the 1979 annual financial audit.

Personal Services have increased \$42,741, of which \$14,404 is for the new Accountant II position added in 1978.

Contractual Services have increased \$2,461. Professional Services Account 270 has increased \$13,900, and provides for the cost of the annual audit. Account 295--Other Contractual Services provides \$97,905 for Data Processing costs.

Commodities have increased \$5,757 due to increased costs of office supplies, printing, postage, photocopying and new forms for the on-line budget accounting system.

Capital Outlay totaling \$1,674 is budgeted as follows (1) 3 replacement calculators for \$300, (2) 1 typewriter for \$800, (3) filing cabinets and 1 bookcase for \$574.

| ACCOUNT CLASSIFICATION | ACTUAL 1977 | BUDGET 1978 | BUDGET 1979 |
|--|----------------|----------------|----------------|
| PERSONAL SERVICES | | | |
| 110 Salaries & Wages | \$261,702 | \$295,325 | \$338,066 |
| 120 Employee Claims | -- | | |
| TOTAL PERSONAL SERVICES | \$261,702 | \$295,325 | \$338,066 |
| CONTRACTUAL SERVICES | | | |
| 210 Utilities | \$ -- | \$ -- | \$ -- |
| 220 Communications | 2,150 | 2,300 | 2,650 |
| 230 Transportation | 814 | 825 | 850 |
| 240 Advertising | 5,985 | 5,300 | 6,200 |
| 250 Insurance | 20 | -- | -- |
| 260 Dues and Subscriptions | 828 | 1,200 | 868 |
| 270 Professional Services | 53,083 | 27,700 | 41,600 |
| 280 Maint. of Bldgs & Improvements | -- | -- | -- |
| 290 Maintenance of Equipment | -- | -- | -- |
| 295 Other Contractual Services | 118,760 | 110,287 | 97,905 |
| TOTAL CONTRACTUAL SERVICES | \$181,640 | \$147,612 | \$150,073 |
| COMMODITIES | | | |
| 310 Office Supplies | \$ 17,497 | \$ 11,900 | \$ 18,406 |
| 320 Clothing and Linen | -- | -- | -- |
| 330 Food, Drugs & Chemicals | 6 | -- | -- |
| 340 Opr. Supplies - Buildings & Improvements | -- | -- | -- |
| 350 Repair Parts - Buildings & Improvements | 321 | -- | -- |
| 360 Operating Supplies - Equipment | -- | -- | -- |
| 370 Repair Parts - Equipment | 665 | 1,750 | 1,001 |
| 380 Operating Supplies - Construction | -- | -- | -- |
| 390 Minor Apparatus and Tools | 19 | -- | -- |
| 395 Other Commodities | -- | -- | -- |
| TOTAL COMMODITIES | \$ 18,508 | \$ 13,650 | \$ 19,407 |
| CAPITAL OUTLAY | | | |
| 410 Land | \$ -- | \$ -- | \$ -- |
| 420 Buildings | 480 | -- | -- |
| 430 Improvements Other Than Bldgs. | -- | -- | -- |
| 440 Office Equipment | 2,059 | 950 | 1,674 |
| 450 Vehicular Equipment | -- | -- | -- |
| 460 Operating Equipment | -- | -- | -- |
| 470 Other Capital Outlay | -- | -- | -- |
| TOTAL CAPITAL OUTLAY | \$ 2,539 | \$ 950 | \$ 1,674 |
| SUB-TOTAL | \$464,389 | \$457,537 | \$509,220 |
| Less: Reimbursements | (300,811) | | |
| GRAND TOTAL | \$163,578 | \$457,537 | \$509,220 |

| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. | | | |
|--|----------------|---------------------|------------------|-----------|-----------|-----------|
| GENERAL | ADMINISTRATION | CONTROLLER'S OFFICE | 110-40-660-50000 | | | |
| WORK PROGRAM | | | | | | |
| <p>The responsibility of the Controller's Office is to direct the general accounting, auditing and payroll activities of the City. In addition, this division also coordinates the debt and capital improvement program, develops accounting and auditing programs, advises the Director of Administration and the City Manager on accounting and auditing matters, and provides financial statements to administrative officials.</p> <p>This division's goal is the continued improvement of accounting systems and financial information, so that internal controls against waste, inefficiency and financial infidelity are strengthened, and so that interested parties can be better informed about the City's financial condition and operations. A specific objective for 1979 in keeping with this overall goal is the completion of the on-line budgetary-accounting system.</p> | | | | | | |
| POSITION TITLE | EMPLOYEES | | | RANGE | BUDGET | BUDGET |
| | BUDGET | BUDGET | BUDGET | | 1978 | 1979 |
| | 1977 | 1978 | 1979 | | 1978 | 1979 |
| Controller | 1 | 1 | 1 | 1794-2531 | \$ 25,541 | \$ 29,458 |
| Senior Accountant | 1 | 1 | 1 | 1314-1734 | 19,178 | 20,808 |
| Internal Auditor | 2 | 2 | 2 | 1314-1734 | 37,174 | 40,922 |
| Accountant III | 1 | 1 | 1 | 1244-1640 | 18,113 | 16,917 |
| Accountant II | 4 | 5 | 6 | 1115-1467 | 70,818 | 92,367 |
| Accountant I | 2 | 2 | 2 | 948-1244 | 24,744 | 26,361 |
| Account Clerk III | 1 | 1 | 1 | 851-1115 | 10,641 | 12,413 |
| Secretary | 1 | 1 | 1 | 726-1000 | 9,612 | 9,971 |
| Account Clerk II | 1 | 4 | 4 | 766-1000 | 34,899 | 39,342 |
| Account Clerk I | 4 | 1 | 1 | 689-898 | 7,770 | 10,237 |
| Clerk II | 1 | 1 | 1 | 621-807 | 8,686 | 9,687 |
| Bookkeeping Machine Operator | 1 | 1 | 1 | 621-807 | 8,686 | 9,687 |
| Typist-Clerk | 2 | 2 | 2 | 590-766 | 15,921 | 16,308 |
| Sub-Total | 22 | 23 | 24 | | \$291,783 | \$334,478 |
| Add: Longevity | | | | | 3,542 | 3,588 |
| Total | | | | | \$295,325 | \$338,066 |
| Full-Time Equivalent | 22 | 23 | 24 | | | |
| First Quarter | | | | | | \$ 90,031 |
| Second Quarter | | | | | | 77,307 |
| Third Quarter | | | | | | 91,496 |
| Fourth Quarter | | | | | | 79,232 |
| TOTAL | | | | | | \$338,066 |

| FUND GENERAL | DEPARTMENT ADMINISTRATION | DIVISION PUBLIC INFORMATION | ACTIVITY NO. -- |
|---|------------------------------|--------------------------------|--------------------|
| <p style="text-align: center;">BUDGET COMMENTS</p> <p>In mid-1977 this division was transferred from the Department of Administration and was renamed the "Public Affairs Office." The Public Information Officer now reports directly to the City Manager. The 1977 Actuals are shown below for historical and accounting purposes only.</p> | | | |
| ACCOUNT CLASSIFICATION | | ACTUAL 1977 | BUDGET 1978 |
| PERSONAL SERVICES | | | |
| 110 Salaries & Wages | | \$52,871 | |
| 120 Employee Claims | | -- | |
| TOTAL PERSONAL SERVICES | | \$52,871 | |
| CONTRACTUAL SERVICES | | | |
| 210 Utilities | | \$ -- | |
| 220 Communications | | 1,610 | |
| 230 Transportation | | 16 | |
| 240 Advertising | | 3,174 | |
| 250 Insurance | | -- | |
| 260 Dues and Subscriptions | | 252 | |
| 270 Professional Services | | -- | |
| 280 Maint. of Bldgs & Improvements | | -- | |
| 290 Maintenance of Equipment | | -- | |
| 295 Other Contractual Services | | 10 | |
| TOTAL CONTRACTUAL SERVICES | | \$ 5,062 | |
| COMMODITIES | | | |
| 310 Office Supplies | | \$11,892 | |
| 320 Clothing and Linen | | -- | |
| 330 Food, Drugs & Chemicals | | 62 | |
| 340 Opr. Supplies - Buildings & Improvements | | -- | |
| 350 Repair Parts - Buildings & Improvements | | -- | |
| 360 Operating Supplies - Equipment | | 94 | |
| 370 Repair Parts - Equipment | | 283 | |
| 380 Operating Supplies - Construction | | -- | |
| 390 Minor Apparatus and Tools | | 4 | |
| 395 Other Commodities | | -- | |
| TOTAL COMMODITIES | | \$12,335 | |
| CAPITAL OUTLAY | | | |
| 410 Land | | \$ -- | |
| 420 Buildings | | -- | |
| 430 Improvements Other Than Bldgs. | | -- | |
| 440 Office Equipment | | 722 | |
| 450 Vehicular Equipment | | -- | |
| 460 Operating Equipment | | 6,761 | |
| 470 Other Capital Outlay | | -- | |
| TOTAL CAPITAL OUTLAY | | \$ 7,483 | |
| SUB-TOTAL | | \$77,751 | |
| Less: Reimbursements | | \$(3,000) | |
| Water | | (77) | |
| GRAND TOTAL | | \$74,674 | |

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| FUND GENERAL | DEPARTMENT ADMINISTRATION | DIVISION PUBLIC INFORMAION | | ACTIVITY NO. -- | | |
| WORK PROGRAM | | | | | | |
| In mid-1977 This division was transferred out of the Department of Administration and was renamed "Public Affairs Office." The Public Information Officer now reports directly to the City Manager. Data for 1977 are shown below for historical and accounting purposes only. | | | | | | |
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| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. |
|--|----------------|----------------|----------------|
| GENERAL | ADMINISTRATION | PERSONNEL | -- |
| BUDGET COMMENTS | | | |
| <p>In mid-1977 the Personnel Division was transferred from the Department of Administration to direct supervision of the Office of the City Manager. The 1977 Actuals are shown below for historical and accounting purposes only.</p> | | | |
| ACCOUNT CLASSIFICATION | | ACTUAL 1977 | BUDGET 1978 |
| PERSONAL SERVICES | | | |
| 110 Salaries & Wages | | \$183,250 | |
| 120 Employee Claims | | -- | |
| TOTAL PERSONAL SERVICES | | \$183,250 | |
| CONTRACTUAL SERVICES | | | |
| 210 Utilities | | \$ -- | |
| 220 Communications | | 3,609 | |
| 230 Transportation | | 669 | |
| 240 Advertising | | 4,099 | |
| 250 Insurance | | -- | |
| 260 Dues and Subscriptions | | 1,514 | |
| 270 Professional Services | | 41,704 | |
| 280 Maint. of Bldgs & Improvements | | -- | |
| 290 Maintenance of Equipment | | -- | |
| 295 Other Contractual Services | | 7,879 | |
| TOTAL CONTRACTUAL SERVICES | | \$ 59,474 | |
| COMMODITIES | | | |
| 310 Office Supplies | | \$ 11,236 | |
| 320 Clothing and Linen | | -- | |
| 330 Food, Drugs & Chemicals | | 1,064 | |
| 340 Opr. Supplies - Buildings & Improvements | | -- | |
| 350 Repair Parts - Buildings & Improvements | | 1,789 | |
| 360 Operating Supplies - Equipment | | -- | |
| 370 Repair Parts - Equipment | | 687 | |
| 380 Operating Supplies - Construction | | -- | |
| 390 Minor Apparatus and Tools | | 3,515 | |
| 395 Other Commodities | | 93 | |
| TOTAL COMMODITIES | | \$ 18,384 | |
| CAPITAL OUTLAY | | | |
| 410 Land | | \$ -- | |
| 420 Buildings | | -- | |
| 430 Improvements Other Than Bldgs. | | -- | |
| 440 Office Equipment | | 2,559 | |
| 450 Vehicular Equipment | | -- | |
| 460 Operating Equipment | | -- | |
| 470 Other Capital Outlay | | -- | |
| TOTAL CAPITAL OUTLAY | | \$ 2,559 | |
| SUB-TOTAL | | \$263,667 | |
| Less: Reimbursements | | | |
| Administrative Charges | | \$(82,022) | |
| Water Department | | (9,244) | |
| Sewer Utility Fund | | (7,752) | |
| Physicals | | (8,134) | |
| Other | | (17,477) | |
| GRAND TOTAL | | \$139,038 | |

| FUND | DEPARTMENT | DIVISION | | ACTIVITY NO. | |
|--|----------------|-----------|--|--------------|--|
| GENERAL | ADMINISTRATION | PERSONNEL | | -- | |
| WORK PROGRAM | | | | | |
| In mid-1977 the Personnel Division transferred from the Department of Administration to direct supervision of the Office of the City Manager. Data for 1977 are shown below for historical and accounting purposes only. | | | | | |
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| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. |
| GENERAL | ADMINISTRATION | PURCHASING | 110-40-900-50000 |

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| BUDGET COMMENTS | | | |
| The 1979 adopted budget for this division represents an increase of \$18,030 (8.0 per-cent). | | | |
| Personal Services have increased \$12,379 (7.7 percent). For 1979 the Switchboard Operator position will be reduced from the budget upon the retirement of the employee presently filling the position. \$1,572 has been budgeted to meet this employee's salary through retirement. | | | |
| Contractual Services show an increase of \$4,831 due largely to increased Data Processing charges attributable to the new on-line budgetary accounting system. The allocation in 295 is entirely for data processing expenses. | | | |
| Commodities have increased \$1,020, due to increased expenses of printing, postage and office supplies. | | | |
| Capital Outlay includes \$2,000 for maintenance of cafeteria equipment, and \$200 for the replacement of 1 calculator. | | | |

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| ACCOUNT CLASSIFICATION | ACTUAL 1977 | BUDGET 1978 | BUDGET 1979 |
| PERSONAL SERVICES | | | |
| 110 Salaries & Wages | \$152,417 | \$161,813 | \$174,192 |
| 120 Employee Claims | -- | -- | -- |
| TOTAL PERSONAL SERVICES | \$152,417 | \$161,813 | \$174,192 |
| CONTRACTUAL SERVICES | | | |
| 210 Utilities | \$ -- | \$ -- | \$ -- |
| 220 Communications | 3,611 | 3,500 | 4,700 |
| 230 Transportation | 850 | 650 | 650 |
| 240 Advertising | 74 | -- | 100 |
| 250 Insurance | -- | -- | -- |
| 260 Dues and Subscriptions | 305 | 300 | 350 |
| 270 Professional Services | 2,183 | 700 | -- |
| 280 Maint. of Bldgs & Improvements | -- | -- | -- |
| 290 Maintenance of Equipment | -- | -- | -- |
| 295 Other Contractual Services | 4,968 | 38,964 | 43,145 |
| TOTAL CONTRACTUAL SERVICES | \$ 11,991 | \$ 44,114 | \$ 48,945 |
| COMMODITIES | | | |
| 310 Office Supplies | \$ 13,349 | \$ 16,000 | \$ 17,000 |
| 320 Clothing and Linen | -- | -- | -- |
| 330 Food, Drugs & Chemicals | 158 | 150 | 150 |
| 340 Opr. Supplies - Buildings & Improvements | -- | -- | -- |
| 350 Repair Parts - Buildings & Improvements | -- | -- | -- |
| 360 Operating Supplies - Equipment | -- | -- | -- |
| 370 Repair Parts - Equipment | 786 | 980 | 1,000 |
| 380 Operating Supplies - Construction | -- | -- | -- |
| 390 Minor Apparatus and Tools | -- | 25 | 25 |
| 395 Other Commodities | -- | -- | -- |
| TOTAL COMMODITIES | \$ 14,293 | \$ 17,155 | \$ 18,175 |
| CAPITAL OUTLAY | | | |
| 410 Land | \$ -- | \$ -- | \$ -- |
| 420 Buildings | 587 | 2,000 | 2,000 |
| 430 Improvements Other Than Bldgs. | -- | -- | -- |
| 440 Office Equipment | 1,306 | 400 | 200 |
| 450 Vehicular Equipment | -- | -- | -- |
| 460 Operating Equipment | -- | -- | -- |
| 470 Other Capital Outlay | -- | -- | -- |
| TOTAL CAPITAL OUTLAY | \$ 1,893 | \$ 2,400 | \$ 2,200 |
| SUB-TOTAL | \$180,594 | \$225,482 | \$243,512 |
| Less: Reimbursements | \$(56,729) | | |
| GRAND TOTAL | \$123,865 | \$225,482 | \$243,512 |

| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. |
|---------|----------------|------------|------------------|
| GENERAL | ADMINISTRATION | PURCHASING | 110-40-900-50000 |

WORK PROGRAM

This division acts as the centralized purchasing office for the City as well as various boards and agencies. Such centralization allows for the highest quality merchandise, includes regular discussions with salespersons, processing of purchase orders and requisitions, and taking and analyzing bids. An additional function of this division is the disposal of all surplus and condemned City property and sale of state right-of-way property.

The Purchasing Division also operates the Stationery Stores and Duplicating service, which are self-sustaining. This function provides all departments with duplicating services and office supplies and acts as a clearing account for switchboard and postage charges, office machine maintenance contracts, legal advertising, and City vehicle license plates.

This division also handles insurance programs for Vehicular Liability and Building and Contents Insurance.

| POSITION TITLE | EMPLOYEES | | | RANGE | BUDGET | BUDGET |
|---|-----------|--------|--------|-----------|-----------|-----------|
| | BUDGET | BUDGET | BUDGET | | 1978 | 1979 |
| | 1977 | 1978 | 1979 | | | |
| Purchasing Manager | 1 | 1 | 1 | 1794-2531 | \$ 22,723 | \$ 26,957 |
| Assistant Purchasing Manager | 1 | 1 | 1 | 1314-1734 | 18,563 | 20,808 |
| Buyer | 3 | 3 | 3 | 1115-1467 | 43,257 | 48,969 |
| Administrative Aide III | 1 | 1 | 1 | 1056-1389 | 15,266 | 16,662 |
| Administrative Aide II | 1 | 1 | 1 | 948-1244 | 13,628 | 14,925 |
| Secretary | 1 | 1 | 1 | 726-1000 | 9,908 | 11,371 |
| Account Clerk I | 1 | 1 | 1 | 689-898 | 9,592 | 10,777 |
| Switchboard Operator II | 0 | 1 | 0 | -- | 9,185 | 1,572 |
| Clerk II | 4 | 4 | 4 | 621-807 | 31,815 | 36,366 |
| Typist-Clerk | 1 | 0 | 0 | -- | -- | -- |
| Sub-Total | 14 | 14 | 13 | | \$173,937 | \$188,407 |
| Add: Longevity | | | | | 3,242 | 3,038 |
| Less: Amount charged to Stationery Stores | | | | | (15,366) | (17,253) |
| Total | | | | | \$161,813 | \$174,192 |
| Full-Time Equivalent | 14 | 14 | 13 | | | |
| First Quarter | | | | | | \$ 47,932 |
| Second Quarter | | | | | | 39,545 |
| Third Quarter | | | | | | 46,570 |
| Fourth Quarter | | | | | | 40,145 |
| TOTAL | | | | | | \$174,192 |

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|--|----------------|------------------------|------------------|
| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. |
| GENERAL | ADMINISTRATION | RETIREMENT & INSURANCE | 110-40-940-50000 |
| BUDGET COMMENTS | | | |
| The 1979 budget for the Retirement and Insurance Division shows an increase of \$5,813 (12.1 percent). | | | |
| Personal Services have increased \$5,898, due to normal merit increases and the salary improvement. | | | |
| Contractual Services have decreased \$81, due to a reduction of Data Processing charges in this division. | | | |
| Account 295 - provides solely for Data Processing charges. | | | |
| Commodities have increased \$796, primarily due to increased printing expense. | | | |
| No Capital Outlay is budgeted for 1979. | | | |
| The Retirement and Insurance Division will generate revenue to the General Fund from the Wichita Employee's Retirement Fund (\$20,215) and the Police and Fire Pension Fund (\$20,215). This is a total of \$40,430. | | | |
| ACCOUNT CLASSIFICATION | ACTUAL 1977 | BUDGET 1978 | BUDGET 1979 |
| PERSONAL SERVICES | | | |
| 110 Salaries & Wages | \$35,417 | \$39,962 | \$45,860 |
| 120 Employee Claims | -- | -- | -- |
| TOTAL PERSONAL SERVICES | \$35,417 | \$39,962 | \$45,860 |
| CONTRACTUAL SERVICES | | | |
| 210 Utilities | \$ -- | \$ -- | \$ -- |
| 220 Communications | 756 | 525 | 660 |
| 230 Transportation | -- | 400 | 800 |
| 240 Advertising | -- | -- | -- |
| 250 Insurance | -- | -- | -- |
| 260 Dues and Subscriptions | 66 | 80 | 80 |
| 270 Professional Services | 20 | -- | -- |
| 280 Maint. of Bldgs & Improvements | -- | -- | -- |
| 290 Maintenance of Equipment | -- | -- | -- |
| 295 Other Contractual Services | 1,228 | 3,056 | 2,440 |
| TOTAL CONTRACTUAL SERVICES | \$ 2,070 | \$ 4,061 | \$ 3,980 |
| COMMODITIES | | | |
| 310 Office Supplies | \$ 4,743 | \$ 3,200 | \$ 4,066 |
| 320 Clothing and Linen | -- | -- | -- |
| 330 Food, Drugs & Chemicals | -- | -- | -- |
| 340 Opr. Supplies - Buildings & Improvements | -- | -- | -- |
| 350 Repair Parts - Buildings & Improvements | -- | -- | -- |
| 360 Operating Supplies - Equipment | -- | -- | -- |
| 370 Repair Parts - Equipment | 179 | 70 | -- |
| 380 Operating Supplies - Construction | 51 | -- | -- |
| 390 Minor Apparatus and Tools | -- | -- | -- |
| 395 Other Commodities | -- | -- | -- |
| TOTAL COMMODITIES | \$ 4,973 | \$ 3,270 | \$ 4,066 |
| CAPITAL OUTLAY | | | |
| 410 Land | \$ -- | \$ -- | \$ -- |
| 420 Buildings | -- | -- | -- |
| 430 Improvements Other Than Bldgs. | -- | -- | -- |
| 440 Office Equipment | -- | 800 | -- |
| 450 Vehicular Equipment | -- | -- | -- |
| 460 Operating Equipment | -- | -- | -- |
| 470 Other Capital Outlay | -- | -- | -- |
| TOTAL CAPITAL OUTLAY | \$ -- | \$ 800 | \$ -- |
| SUB-TOTAL | \$42,460 | \$48,093 | \$53,906 |
| Less: Reimbursements | (35,187) | | |
| GRAND TOTAL | \$ 7,273 | \$48,093 | \$53,906 |

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|---|----------------|------------------------|------------------|-----------|--------------|---------------|
| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. | | | |
| GENERAL | ADMINISTRATION | RETIREMENT & INSURANCE | 110-40-940-50000 | | | |
| WORK PROGRAM | | | | | | |
| <p>This division is responsible for the overall coordination and direction of the City retirement systems insurance programs, and the Deferred Compensation Plan of City government and employees.</p> <p>The division acts as the administrative arm for four boards--the Wichita Employees's Retirement System Board, the Police and Fire Retirement System Board, the Wichita Municipal Employees' Group Life Insurance Plan Board, and the Deferred Compensation Plan Management Board--which establish policy and programs. The Retirement & Insurance Director also serves as a voting member on the Management Board of the Deferred Compensation Plan.</p> <p>The two insurance programs included as the responsibilities of this division are:</p> <ol style="list-style-type: none">1. Employees' Group Life Insurance Plan2. Employees' Group Health Insurance Plan | | | | | | |
| POSITION TITLE | EMPLOYEES | | | RANGE | BUDGET | BUDGET |
| | BUDGET | BUDGET | BUDGET | | | |
| | 1977 | 1978 | 1979 | | 1978 | 1979 |
| Retirement & Insurance Director | 1 | 1 | 1 | 1600-2256 | \$ 20,444 | \$24,034 |
| Administrative Aide I | 1 | 1 | 1 | 807-1056 | 10,458 | 12,001 |
| Secretary | <u>1</u> | <u>1</u> | <u>1</u> | 726-1000 | <u>8,649</u> | <u>9,360</u> |
| Sub-Total | 3 | 3 | 3 | | \$ 39,551 | \$45,395 |
| Add: Longevity | | | | | <u>411</u> | <u>465</u> |
| Total | | | | | \$ 39,962 | \$45,860 |
| Full-Time Equivalent | 3 | 3 | 3 | | | |
| First Quarter | | | | | | \$12,225 |
| Second Quarter | | | | | | 10,550 |
| Third Quarter | | | | | | 12,387 |
| Fourth Quarter | | | | | | <u>10,698</u> |
| TOTAL | | | | | | \$45,860 |

| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. |
|---------|----------------|----------|------------------|
| GENERAL | ADMINISTRATION | TREASURY | 110-40-980-50000 |

BUDGET COMMENTS

The adopted 1979 budget for this division shows a \$22,023 (9.2 percent) increase.

Personal Services have increased \$21,437 (11.1 percent) due to normal merit increases, salary improvements, and the reclassification of 2 positions, an Account Clerk I to Account Clerk II and a Cashier I to Cashier II.

Contractual Services have decreased a total of \$1,279, primarily due to a reduction of data processing costs in this division. Account 295 includes: Armored car service (\$6,393), Official Motor Pool rental (\$2,017), and Central Data Processing charges (\$4,610), for a total of \$13,020.

Commodities have increased \$1,865, due to increased expense for office supplies, postage and clothing expense.

No Capital Outlay is budgeted for 1979.

| ACCOUNT CLASSIFICATION | ACTUAL 1977 | BUDGET 1978 | BUDGET 1979 |
|--|------------------|------------------|------------------|
| PERSONAL SERVICES | | | |
| 110 Salaries & Wages | \$184,912 | \$193,701 | \$215,138 |
| 120 Employee Claims | -- | -- | -- |
| TOTAL PERSONAL SERVICES | \$184,912 | \$193,701 | \$215,138 |
| CONTRACTUAL SERVICES | | | |
| 210 Utilities | \$ -- | \$ -- | \$ -- |
| 220 Communications | 2,008 | 1,812 | 2,200 |
| 230 Transportation | 1,193 | 762 | 1,105 |
| 240 Advertising | -- | -- | -- |
| 250 Insurance | 1,712 | 1,075 | 1,075 |
| 260 Dues and Subscriptions | 120 | 165 | 165 |
| 270 Professional Services | -- | -- | -- |
| 280 Maint. of Bldgs & Improvements | -- | -- | -- |
| 290 Maintenance of Equipment | -- | -- | -- |
| 295 Other Contractual Services | 9,839 | 15,030 | 13,020 |
| TOTAL CONTRACTUAL SERVICES | \$ 14,872 | \$ 18,844 | \$ 17,565 |
| COMMODITIES | | | |
| 310 Office Supplies | \$ 23,716 | \$ 23,730 | \$ 26,070 |
| 320 Clothing and Linen | 74 | 100 | 125 |
| 330 Food, Drugs & Chemicals | 6 | -- | -- |
| 340 Opr. Supplies - Buildings & Improvements | -- | -- | -- |
| 350 Repair Parts - Buildings & Improvements | 1,437 | -- | -- |
| 360 Operating Supplies - Equipment | -- | -- | -- |
| 370 Repair Parts - Equipment | 1,097 | 2,100 | 1,600 |
| 380 Operating Supplies - Construction | -- | -- | -- |
| 390 Minor Apparatus and Tools | -- | -- | -- |
| 395 Other Commodities | -- | -- | -- |
| TOTAL COMMODITIES | \$ 26,330 | \$ 25,930 | \$ 27,795 |
| CAPITAL OUTLAY | | | |
| 410 Land | \$ -- | \$ -- | \$ -- |
| 420 Buildings | -- | -- | -- |
| 430 Improvements Other Than Bldgs. | -- | -- | -- |
| 440 Office Equipment | 1,895 | -- | -- |
| 450 Vehicular Equipment | -- | -- | -- |
| 460 Operating Equipment | -- | -- | -- |
| 470 Other Capital Outlay | -- | -- | -- |
| TOTAL CAPITAL OUTLAY | \$ 1,895 | \$ -- | \$ -- |
| SUB-TOTAL | \$228,009 | \$238,475 | \$260,498 |
| Reimbursements | (75,846) | | |
| GRAND TOTAL | \$152,163 | \$238,475 | \$260,498 |

| | | | |
|---------|----------------|----------|------------------|
| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. |
| GENERAL | ADMINISTRATION | TREASURY | 110-40-980-50000 |

WORK PROGRAM

The Treasury serves as the vehicle for the collection and distribution of all the City's revenue. Within this activity the City Treasurer is responsible for maintaining projections of cash balance, supervising all cash disbursements, maintaining cash position, administering investment of all funds including idle funds, developing collection procedures and systems, administering and supervising the licensing program and administering bond and note sales and debt management.

The Treasury Office administers these functions through five sections: Collection, Records, Licensing, Investments, and Bonds. The Collection section receives and processes all payments made to the City, including the collection of all parking meter monies. The Records section is responsible for the detailed work involved for bank deposits, daily cash reports, and reconciliations. The License section is responsible for license records, monitoring the complete taxicab program and providing regulatory field license inspections. The Investment section is responsible for keeping records pertaining to the number of investments, dollar amount invested and the return on all investments. The Bond section is responsible for maintaining current information on bond records relative to the City's debt status as well as making bond payments to the fiscal agents.

| POSITION TITLE | EMPLOYEES | | | RANGE | BUDGET | BUDGET |
|------------------------------|-----------|--------|--------|-----------|--------------|---------------|
| | BUDGET | BUDGET | BUDGET | | 1978 | 1979 |
| | 1977 | 1978 | 1979 | | 1978 | 1979 |
| City Treasurer | 1 | 1 | 1 | 1600-2256 | \$ 22,259 | \$ 26,260 |
| Deputy City Treasurer | 1 | 1 | 1 | 1314-1734 | 19,178 | 20,808 |
| Administrative Aide III | 0 | 1 | 1 | 1056-1389 | 13,627 | 16,387 |
| Administrative Aide II | 1 | 0 | 0 | -- | -- | -- |
| Accountant I | 1 | 1 | 1 | 948-1244 | 13,627 | 9,610 |
| Secretary | 1 | 1 | 1 | 726-1000 | 8,724 | 10,259 |
| Account Clerk II | 0 | 0 | 1 | 766-1000 | -- | 11,759 |
| Account Clerk I | 4 | 4 | 3 | 689-898 | 38,039 | 32,331 |
| Parking Meter Coin Collector | 2 | 2 | 2 | 689-898 | 17,137 | 19,888 |
| Cashier II | 0 | 0 | 1 | 766-1000 | -- | 11,371 |
| Cashier I | 1 | 1 | 0 | -- | 9,714 | -- |
| Teller | 4 | 4 | 4 | 621-807 | 33,080 | 37,687 |
| Clerk II | 1 | 1 | 1 | 621-807 | 7,690 | 7,982 |
| Teller (P.T. - 50%) | 2 | 2 | 2 | 621-807 | 7,003 | 7,984 |
| Sub-Total | 19 | 19 | 19 | | \$190,078 | \$212,326 |
| Add: Longevity | | | | | <u>3,623</u> | <u>2,812</u> |
| Total | | | | | \$193,701 | \$215,138 |
| Full-Time Equivalent | 18 | 18 | 18 | | | |
| First Quarter | | | | | | \$ 57,329 |
| Second Quarter | | | | | | 49,509 |
| Third Quarter | | | | | | 58,255 |
| Fourth Quarter | | | | | | <u>50,045</u> |
| Total | | | | | | \$215,138 |

| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. |
|---|----------------|---------------------|----------------|
| GENERAL | ADMINISTRATION | OCCUPATIONAL SAFETY | -- |
| BUDGET COMMENTS | | | |
| <p>This separate division was eliminated during 1977. Its functions were transferred to the Personnel Division. The 1977 data are shown for historical and accounting purposes only. In 1977 two positions were authorized, i.e., an Occupational Safety Officer and one Secretary.</p> | | | |
| ACCOUNT CLASSIFICATION | ACTUAL 1977 | BUDGET 1978 | BUDGET 1979 |
| PERSONAL SERVICES | | | |
| 110 Salaries & Wages | \$14,776 | | |
| 120 Employee Claims | -- | | |
| TOTAL PERSONAL SERVICES | \$14,776 | | |
| CONTRACTUAL SERVICES | | | |
| 210 Utilities | \$ -- | | |
| 220 Communications | 389 | | |
| 230 Transportation | 233 | | |
| 240 Advertising | -- | | |
| 250 Insurance | -- | | |
| 260 Dues and Subscriptions | 232 | | |
| 270 Professional Services | -- | | |
| 280 Maint. of Bldgs & Improvements | -- | | |
| 290 Maintenance of Equipment | -- | | |
| 295 Other Contractual Services | 435 | | |
| TOTAL CONTRACTUAL SERVICES | \$ 1,289 | | |
| COMMODITIES | | | |
| 310 Office Supplies | \$ 523 | | |
| 320 Clothing and Linen | -- | | |
| 330 Food, Drugs & Chemicals | 63 | | |
| 340 Opr. Supplies - Buildings & Improvements | -- | | |
| 350 Repair Parts - Buildings & Improvements | 170 | | |
| 360 Operating Supplies - Equipment | 108 | | |
| 370 Repair Parts - Equipment | 11 | | |
| 380 Operating Supplies - Construction | -- | | |
| 390 Minor Apparatus and Tools | -- | | |
| 395 Other Commodities | -- | | |
| TOTAL COMMODITIES | \$ 875 | | |
| CAPITAL OUTLAY | | | |
| 410 Land | \$ -- | | |
| 420 Buildings | -- | | |
| 430 Improvements Other Than Bldgs. | -- | | |
| 440 Office Equipment | -- | | |
| 450 Vehicular Equipment | -- | | |
| 460 Operating Equipment | -- | | |
| 470 Other Capital Outlay | -- | | |
| TOTAL CAPITAL OUTLAY | \$ -- | | |
| SUB-TOTAL | \$16,940 | | |
| GRAND TOTAL | \$16,940 | | |